



United States Department of the Interior
NATIONAL PARK SERVICE

Katmai National Park/Preserve
P.O. Box 7
King Salmon, AK 99613

RECRUITMENT BULLETIN: **KATM-14-014**
ISSUE DATE: **August 10, 2014**
CLOSING DATE: **August 23, 2014**

JOB POSTING

***JOB AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM
(PUBLIC LAW 96-487)***

POSITION

Administrative Services Assistant (OA), GS-0303-05
\$17.74 per hour

DUTY LOCATION

King Salmon, AK

APPOINTMENT INFORMATION: This is a temporary, full-time (October 2014-March 2015), not to exceed 1039 hours of employment per year. More than one position may be filled from this announcement.

BENEFITS: Paid holidays, leave (for appointments that last more than 90 days), possible re-hire for future seasons.

DUTIES: Serves as Administrative Support Assistant reporting to the Chief of Administration. Executes essential actions in administrative management services such as budget, human resources, travel, information systems, office management, property, and procurement. Performs financial reconciliation and reporting, conducts financial evaluations and presents findings to management. Serves as staff contact for OWCP inquiries, personnel and recruitment questions, payroll, and travel. Initiates paperwork to effect personnel actions; researches, advises on and coordinates time and attendance; secures supplies. Performs general office services such as arrange, pick up and deliver mail; office hard copy and electronic filing; reception, and other duties.

For further information about the duties, contact Lauren Labrie at 907-246-2133.

WHO CAN APPLY: Any U.S. citizen who, by reason of having either lived or worked in or near Katmai National Park & Preserve, has acquired special knowledge or expertise regarding the natural or cultural resources of the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 months, to include all seasons. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impact on the resources.

Resident zone communities in or near Katmai National Park and Preserve are as follows:

The Federal Subsistence Areas of Unit 17C, as well as Unit 9A, 9B, 9C, and 9E, to include the communities of Naknek, King Salmon, Dillingham, Clarks Point, Ekwok, South Naknek, Koliganek, Port Alsworth, Nondalton, Pedro Bay, Iliamna, Newhalen, Kokhanok, Igiugig, Levelock, Egegik, Pilot Point, Ugashik, Port Heiden, Chignik, Chignik Lagoon, Chignik Lake, Perryville, and Ivanof Bay.

QUALIFICATION REQUIREMENTS: Qualifications will be determined by assessing whether or how your education and/or experience in a variety of administrative duties such as budget, property, purchasing, travel, and/or human resources meets the GS-05 level. The knowledge, skills and abilities applicants are rated on include ability to provide a variety of office services; apply financial tracking and procurement procedures and regulations; apply human resources policies and procedures; use computer software and peripheral equipment; communicate effectively; and work independently with only minimal supervision.

In addition, applicants must type at least 40 words per minute (must self-certify on your resume or a separate document).

All qualification requirements must be met by the closing date of this job posting. *Please note that qualifications are determined solely on the contents of your resume and any other materials that you include in your application package.* Only qualified applicants will be referred to the selecting official.

GS-05: Specialized experience at this level includes performing a variety of administrative or office support functions such as payroll, personnel, preparing travel authorizations and vouchers; drafting correspondence; using office procedures and equipment; organizing and analyzing numerical information; taking meeting notes; office receptionist; filing; and meeting and dealing effectively with others. To be creditable, your experience must have involved performance of various office duties such as described above that is equivalent to the GS-04 level in the Federal Service.

In lieu of experience, a bachelors degree or 4 years leading to a bachelors degree is also qualifying at the GS-5 level.

CONDITIONS OF EMPLOYMENT:

- If you are selected for Federal employment, you will be required to fill out a Declaration of Federal Employment, OF-306, prior to being appointed to determine your suitability for Federal employment and to authorize a background investigation. Failing to answer all questions truthfully and completely or providing false statements on your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, section 1001).
- Favorable background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Must wear the National Park Service uniform and comply with National Park Service uniform standards.
- All federal employees are required to have federal payments (salary) made by direct deposit.
- Males born after 12-31-1959 must be registered or exempt from Selective Service (visit www.sss.gov)
- Driver's license required.

OTHER INFORMATION:

Housing – Shared Government housing is available for rent.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application. Assistance and forms may be obtained from the park office at the address above or by calling 907-246-2105. The SF-15 may be obtained through the Internet at www.opm.gov/forms.

All applications must be postmarked or received in this office by the closing date of the announcement. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date.

Mail or hand deliver the following required forms to Park Headquarters, Katmai National Park and Preserve, P.O. Box 7, King Salmon, AK 99613:

- Resume that provides detailed information about your work experience. Include the dates worked (for example, June 1, 2009 through August 15, 2010), work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment (see resume tips attached to this announcement).
- Completed Local Hire Applicant Eligibility and Qualifications Questionnaire (*questionnaire attached, or can be obtained from park office*)
- DD-214 if claiming points Veteran's Preference; if claiming 10 points Veteran's Preference, also include the SF-15 and verification documents described on the back of the SF-15. A member 4 copy is preferred; if not available, DD-214 must show dates served and the nature of discharge.
- Although not required you are encouraged to submit the attached "Applicant Background Survey" (DI-1935) with your application. *Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.*

It is the applicant's responsibility to provide documentation/proof of veteran's preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned, therefore do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic resumes or applications, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

OTHER:

Veteran's Preference: All applicants claiming Veterans Preference **MUST** submit a copy of their DD-214, Military Discharge". In addition, those claiming 10-point veterans preference **MUST** submit a copy of an SF-15, "Claim for 10 Points Veterans Preference", and the verifying documentation listed on the back of the SF-15 such as a copy of the latest Veterans Administration disability certification. To obtain further information about veteran's preference, refer to www.opm.gov/veterans/html/vetguide. You will not receive veteran's preference if you do not provide this documentation.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information: The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity: Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
Administrative Support Assistant, GS-0303-05
KATM-14-014

This eligibility questionnaire must be submitted with your application package. Please print your name and answer the following:

Your Name: _____

Eligibility Questions

1. How long have you lived or worked in the vicinity of Katmai National Park and Preserve?
 - a. Less than 12 months
 - b. 12 months or more
 - c. I have not lived or worked in or near the park

2. What time of year have you lived or worked in or near Katmai National Park and Preserve? (check all that apply)
 - a. during all or part of December through February
 - b. during all or part of March through May
 - c. during all or part of June through August
 - d. during all or part of September through November
 - e. I live (or have lived) in or near the park on a year around basis.

3. List your physical address(es) while living in the vicinity of Katmai National Park and Preserve, and approximately when you lived there (month & year, for example Oct 2001 to September 2005)

4. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle all that apply)?
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other
 - c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
 - e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
 - f. Other unique information not listed above that shows familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):

 - g. I do not have knowledge or experience as listed above.

5. How did you obtain your knowledge of Katmai National Park and Preserve (circle all that apply)?
 - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
 - b. Professional: obtained through work (this work, and the date and year worked, must be cited in your resume)
 - c. Official training: high school class, college course
 - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate later).
 - e. I do not have the knowledge listed above.

Applicant Certification:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge. I understand that the information I provide may be verified and that I will not be considered if it is found to be inaccurate.

Applicant signature

Date

C. QUALIFICATION COMPETENCIES: The answers to the following questions and tasks will help us to evaluate your knowledge, skill and abilities to perform the duties of the advertised position. If referred, interviews and reference checks may be conducted to further assess your skill level in the identified competencies. Please circle the answer that best describes your experience.

1. From the descriptions below, select the one response that best describes how your background meets the basic experience or education requirements for an Administrative Support Assistant (OA), GS-0303-05 position. Read all of the responses before making your selection. MARK ONLY ONE RESPONSE. If you select more than one response, or leave this question blank you will be rated ineligible. If you do not meet these minimum qualifications, you will be considered not qualified and will not receive consideration for this position.

A B C D

THE RESUME OR APPLICATION MATERIALS YOU SUBMIT FOR THIS ANNOUNCEMENT MUST SUPPORT THE ANSWER YOU CLAIM UNDER THIS AND OTHER QUESTIONS. IF NOT, YOU WILL BE FOUND NOT QUALIFIED, OR YOUR SCORE WILL BE LOWERED.

A. I possess at least one year of specialized experience. Specialized experience for this position is experience such as performing administrative functions (e.g., payroll, personnel, travel, and/or correspondence), using office procedures and equipment, organizing and analyzing numerical information, typing correspondence, memos, reports, and forms from rough drafts, and notes, answering telephone calls, filing, and meeting and dealing effectively with others. To be creditable, your experience must have involved the performance of various office duties described above equivalent to the GS-04 level in the Federal Service.

B. I do not have the one year of experience as defined in 1A above; however, I have at least four years of education above high school (120 semester hour or 180 quarter hours) leading to a bachelor's degree with courses related to the occupation, such as in business administration, recreation management, public relations, and/or communications, or that included or was supplemented by at least 24 semester hours in such subjects.

IMPORTANT - PLEASE NOTE: If you are using education to qualify you must document your degree in your resume. If your degree was not in one of the directly-related fields listed in this response, you must submit a copy of your transcripts or a complete list of college courses taken that identifies for each course the college or university, semester or quarter hours earned, grade received, and date completed. We cannot determine eligibility without this information. (A copy of your official transcripts will be required before entrance on duty, if selected).

C. I do not have one full year of specialized experience as described in 1A above or the four years of education as indicated in 1B, but I have an equivalent combination of education and experience. NOTE: Only education in excess of the first 60 semester hours of a course of study leading to a bachelor's degree is creditable toward meeting the specialized experience requirements. Two full academic years of study, or 60 semester hours, beyond the second year is equivalent to 1 year of specialized experience. For example, I have six months of the specialized experience described in 1A above (50% of the experience requirement), and three years of college study from an accredited

institution (50% of the qualifying education) which included at least 12 semester hours of related coursework as specified in B above (50% of the related coursework required).

D. I do not meet or exceed any of the above statements.

2. I have a valid state driver's license, or would be able to obtain one within a short time (if selected, this will be verified prior to appointment; do not provide a copy of your driver's license in your application package). Yes No

3. I can type 40 words per minute or more. Yes No

FOR THE FOLLOWING QUESTIONS: Please use the A through E scale below to indicate the skill level that you currently possess for each of the following tasks. In your resume, be sure to describe your experience that supports your responses to the task statements below. The information you provide may be verified. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for rating you ineligible, not hiring you, or for firing you after you begin work.

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing this task, but I have not yet performed it on the job.

C- I have performed this task on the job, with close supervision from supervisor or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without supervision from senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do this.

4. Manage an office operation for an organization. A B C D E

5. Execute work assignments, including identifying work components and setting deadlines, milestones, and responsibility areas. A B C D E

6. Prepare travel authorizations and vouchers. A B C D E

7. Review travel documents for accuracy and compliance with regulations. A B C D E

8. Manage payroll for a section or division of an organization. A B C D E

9. Manage the preparation and submission of time cards for employees. A B C D E

10. Use an automated payroll system such as the Federal Personnel and Payroll System (FPPS). A B C D E

11. Review procurement requests for accuracy, completeness, and compliance with regulations. A B C D E

12. Properly hold and use a credit card for business purposes. A B C D E

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| 13. Assist in preparation of personnel actions. | A | B | C | D | E |
| 14. Assist in preparing performance standards and evaluations. | A | B | C | D | E |
| 15. Ensure office property is properly identified. | A | B | C | D | E |
| 16. Ensure office property is accounted for. | A | B | C | D | E |
| 17. Send and receive information using e-mail programs such as GMAIL. | A | B | C | D | E |
| 18. Prepare a variety of documents using production software such as MSWord, Excel, Access, and PowerPoint. | A | B | C | D | E |
| 19. Make travel arrangements using an automated travel authorization system such as Concur. | A | B | C | D | E |
| 20. Procure supplies and equipment using an automated requisition program such as FBMS (Financial and Business Management System.) | A | B | C | D | E |
| 21. Track and manage a budget using an automated budget system such as AFS4. | A | B | C | D | E |
| 22. Produce various updates and activity reports for management from data sources and related files. | A | B | C | D | E |
| 23. Manage databases containing sensitive personnel records. | A | B | C | D | E |
| 24. Assist employees with training and operation of software programs. | A | B | C | D | E |
| 25. Greet visitors and direct to appropriate staff. | A | B | C | D | E |
| 26. Answer telephone calls referring callers to the appropriate person/office. | A | B | C | D | E |
| 27. Prepare correspondence in final draft. | A | B | C | D | E |
| 28. Develop and maintain an office filing system. | A | B | C | D | E |
| 29. Maintain data logs and suspense files. | A | B | C | D | E |

30. Process incoming and outgoing mail.

A B C D E

31. Order and maintain office supplies.

A B C D E

32. Write office instructions to explain operating procedures.

A B C D E

D. APPLICANT SELF-CERTIFICATION:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge. I understand that the information I have provided may be verified.

Applicant signature

Date

TIPS ON APPLYING

**Here's what your resume or application must contain
(In addition to specific information requested in the job vacancy announcement)**

Job Information

- Announcement number, and job title and grade(s) of the job you are applying for.

Personal Information

- Full Name, mailing address (with zip code) and day and evening phone numbers
- Social Security Number
- Country of Citizenship
- Veterans' preference
- Reinstatement eligibility
- Highest Federal civilian grade held

Education

- High School
 - Name, city, and State (zip code if known)
 - Date of diploma or GED
- Colleges or universities
 - Name, city and State (zip code if known)
 - Majors
 - Type and year of any degrees received

(If no degree, show total credits earned and indicate whether semester or quarter hours)

Work Experience

- Give the following information for your paid and nonpaid work experience related to the job you are applying for. (Do not send job descriptions.)
 - Job title (include series and grade if federal job)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (month and year)
 - Hours per week
 - Salary
- Indicate if we may contact your current supervisor.

Other Qualifications

- Job-related training courses (title and year)
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related certificates and licenses (current only)
- Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)

Other:

Be sure to follow the "how-to-apply" instructions closely, and include all of the required documents in your application package.

